



## FY2005 Data Definitions

### Library Identification

This section identifies the reporting library's administrative entity.

1. **Library Code:** A library code assigned to the reporting library (administrative entity) by the State Library Division.
2. **Name of Library:** The legal name of the reporting library (administrative entity).
3. **Street Address:** The street address of the reporting library, or of the administrative office of a multiple outlet system.
4. **(Street) City:** The city or town in which the reporting library or administrative office is located, and which corresponds to the *Street Address*.
5. **(Street) Zip Code:** The standard five-digit postal zip code for the *Street Address*. This must be provided even if the post office will not deliver mail to that street address.
6. **(Street) Plus Four Zip:** The four-digit postal zip code extension for the *Street Address*. This must be provided even if the post office will not deliver mail to that street address.
7. **Mailing Address:** The mailing address of the reporting library, or administrative office. This may be the same as, or differ from, the *Street Address*.
8. **(Mailing) City:** The city or town in which the reporting library or administrative office receives its mail, corresponding to the *Mailing Address*.
9. **(Mailing) Zip Code:** The standard five-digit postal zip code for the *Mailing Address*.
10. **(Mailing) Plus Four Zip:** The four-digit postal zip code extension for the *Mailing Address*.
11. **Telephone Number:** The main telephone number (including area code) of the administrative entity.
12. **Director's Fax Number:** The fax number (including area code) of the library director of the administrative entity.
13. **Director's E-mail Address:** The e-mail address of the director of the administrative entity.

## General Information

This section requests information on the number of people served by the library, public service outlets, staff, public service hours, Friends groups, and volunteers. Report figures as of the last day of your fiscal year, except for the two volunteer questions, which ask for a yearly total, and public service hours, which should be calculated on the Public Service Hours Worksheet.

### Population

**14. Population of Legal Service Area:** The number of people in the geographical area for which a public library has been established to offer services, and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. This figure is provided by the State Library Division and is based on the latest U.S. Bureau of the Census estimates available.

During the fiscal year in question, if you have contracted with another city or county to serve as the primary library for their population, post a note in Bibliostat Collect on the Population field (or on the form if submitting a paper copy), listing the city/county with which you have contracted. Report the revenue received from the contract under Local Government Contracts.

### Service Outlets

The number of locations, or outlets, in a jurisdiction where a patron can locate materials.

**15. Central Library:** The single outlet library or the library that is the operational center of a multiple outlet library. Usually all processing is centralized here, and the principal collections are housed here. Synonymous with Main Library.

**Note:** An administrative entity may report either no central library or one central library. You may not report more than one central library. Where there are several co-equal outlets, report all such outlets as branches.

**16. Branch Libraries:** A branch library is an auxiliary unit, of an administrative entity, which has at least ALL of the following: 1) separate quarters, 2) an organized collection of library materials, 3) paid staff, and 4) regularly scheduled hours for being open to the public.

**17. Bookmobiles:** A bookmobile is a traveling branch library. It consists of at least ALL of the following: 1) a truck or van that carries an organized collection of library materials, 2) paid staff, and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

**Note:** Count the number of vehicles in use, not the number of stops the vehicles make.

**18. Other Outlets:** Include collections placed in nursing homes, prisons, etc. by the library.

**19. Total Outlets:** Total number of service outlets (a sum of the outlets counted in the four previous questions).

## Staff

Report figures as of the last day of the library's fiscal year. Include all positions funded in the library's budget, whether those positions are filled or not.

**Note:** All figures here should be reported as full-time equivalents. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. To compute the full-time equivalent (FTE) of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

20. **Librarians with ALA Accredited Master's Degree:** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association. A librarian is a person with the title of librarian who does paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.
21. **Librarians with Any Other Master's Degree:** Librarians holding a master's degree in any field other than library science. A librarian is a person with the title of librarian who does paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.
22. **Others Holding the Title of Librarian:** Other persons holding the title and doing the work of a librarian. A librarian is a person with the title of librarian who does paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.
23. **Total Librarians:** The sum (FTE) of the three librarian categories.
24. **All Other Paid Staff:** Includes all other employees (FTE) paid from the reporting library's budget, including plant operations, security and maintenance staff.
25. **Total Paid Employees (FTE):** Total of *Total Librarians* and *All Other Paid Staff*.

## Public Service Hours

See the Public Service Hours Worksheet and instructions (at the end of these definitions) for information on computing these two data elements.

26. **Weekly Scheduled Public Service Hours (all outlets):** The total number of hours per week that all outlets within the jurisdiction are open, based on a published schedule. If the schedule changed during the year, the reported data is an average. (This data element is equivalent to the weekly duplicated hours reported in previous years.) For each bookmobile, count only the hours during which the bookmobile was open to the public (i.e., the number of hours it was at a stop).
27. **Public Service Hours Per Year (all outlets):** The sum of the hours all outlets were open for the entire year. This is computed by adding up the service hours per

week for all outlets, multiplying by 52 and subtracting the number of hours any outlet was closed for holidays or other major reasons (remodeling, inventory, etc.). For each bookmobile, count only the hours during which the bookmobile was open to the public (i.e., the number of hours it was at a stop).

### **Friends and Volunteers**

28. **Does your library have an active Friends group, library foundation, or library guild?:** If you have any or all of these groups associated with the library, answer “Yes.”

**Note:** a Friends group, library foundation, or library guild is a formally established group of library supporters, operating under a charter or set of by-laws.

29. **If yes, how many members?:** The total number of members for all groups designated in the previous question.
30. **Number of Volunteers Who Worked for the Library This Fiscal Year:** The number of people who performed voluntary (unpaid) work for the library. They may be members of the library board, a formally established group (such as a Friends group), or individuals who have volunteered their time and effort. The volunteer may work at the library at various tasks, may be running various library programs (such as literacy or story hours), or may be out in the community doing such things as delivering books to the homebound, helping with a bond election campaign, telling stories at the homeless shelter, or working on the annual book sale. Report number of people, not FTE’s.
31. **Total Number of Volunteer Hours Worked:** The total number of hours (rounded to the nearest hour) worked on the library’s behalf by the volunteers reported in the previous question.

### **Collection of Library Materials**

Report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

#### **Library Collection**

32. **Print Materials:** Report a single figure that includes both of the following: **Books in print** and **Serial backfiles in print**.

**Books** are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For small libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

**Serials** are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines);

- newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.
33. **Audio Materials:** Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. This includes musical CDs, records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings. Report physical units. Items that are packaged together as a unit (e.g. two compact discs or two audiocassettes), and are generally checked out as a unit, should be counted as one physical unit. Mixed format items that are packaged and checked out as a unit, (e.g. book and filmstrip or filmstrip and cassette), should be counted as one physical unit under the primary format.
34. **Video Materials:** Materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Report physical units. Items that are packaged together as a unit (e.g. two videocassettes), and are generally checked out as a unit, should be counted as one physical unit. Mixed format items that are packaged and checked out as a unit, (e.g. book and videocassette), should be counted as one physical unit under the primary format.
35. **Electronic Books (E-Books):** E-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.
36. **Databases:** Report the number of databases, including locally mounted or remote, full-text or not, for which temporary or permanent access rights have been acquired. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method or as a computer file accessed via dial-up methods or via the Internet. Include such services as EBSCO Host and OCLC

FirstSearch, but do not include other electronic **serial** databases (e.g., Project MUSE, OCLC Eco Project). (See **Electronic Serial Subscriptions** definition below.)

Report the number of database licenses (subscription or one-time purchases). Each licensed database product is counted individually even if access to several licensed database products is supported through the same interface (e.g., ProQuest, OCLC FirstSearch).

**Note:** The Fact Sheet from the State Library Division includes the number of Databases available through *Public PIONEER*. Please include that figure in the library's count.

37. **Other Library Materials:** Include all materials not already reported.
38. **Total Collection:** Total of the collection data elements (***Print Materials*** through ***Other Library Materials***).

### Subscriptions

39. **Current Print Serial Subscriptions:** Report the number of current **print** serial subscriptions, including duplicates, for all outlets. Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.
40. **Current Electronic Serial Subscriptions:** Report the number of **electronic, electronic and other format, and digital** serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Current serial subscriptions are arrangements by which, in return for a sum paid in advance, serials are provided for a specified number of issues. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files), b) on CD-ROM or other portable digital carrier, c) on databases (including locally mounted databases), and d) on diskettes or magnetic tapes. Electronic serial subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. **Do not** include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCO Host, ProQuest, OCLC FirstSearch).

**Note:** If electronic subscriptions are available through Public PIONEER, they will be reported in the Fact Sheet from the State Library Division, and should be included in the count.

## Output Measures

**Note:** Output (or Service) Measures should be reported as annual figures. Statistics for *Visits* and *Reference* may be estimated by using the “typical week” method and then annualized.

### Library Programming

**41. Number of Children’s Programs:** The number of programs for which the primary audience is children.

**Note:** *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures*, (ALA, 1992) defines children as persons age 14 and under.

**Note:** A program is a presentation, planned in advance, in which a library staff member, or a person invited by a library staff member, provides information intended for a number of persons. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational programs. Programs both on and off the library premises are included as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

**42. Number of YA and Adult Programs:** The number of programs for which the primary audience is young adults, adults, or families. Exclude the programs counted in *Number of Children’s Programs*.

**Note:** A program is a presentation, planned in advance, in which a library staff member, or a person invited by a library staff member, provides information intended for a number of persons. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational programs. Programs both on and off the library premises are included as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

**43. Total Number of Programs Sponsored by the Library:** The sum of the *Number of Children’s Programs* and *Number of YA and Adult Programs*.

### Attendance at Programs

**44. Attendance at Children’s Programs:** The number of people attending the *Children’s Programs* (which were counted previously). Include adults who attend programs intended primarily for children.

**45. Attendance at YA and Adult Programs:** The number of people attending the *YA and Adult Programs* (which were counted previously).

**46. Total Attendance at Library Sponsored Programs:** The sum of the *Attendance at Children’s Programs* and *Attendance at YA and Adult Programs*.

## Circulation of Materials

47. **Length of Loan Period:** Represents the library's most commonly applied circulation period for the majority of its collection. It should be reported in number of days, not weeks.

48. **Number of Circulation Transactions of Children's Materials:** The total annual circulation of all children's materials in all formats to all users, including renewals.

**Note:** *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures*, (ALA, 1992) defines children as persons age 14 and under.

**Note:** Count all children's materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included here are only items borrowed for, and checked out to, users. Do not include items checked out to another library or branch.

49. **Number of Circulation Transactions of All Other Materials:** The total annual circulation of all materials in all formats to all users that was not counted in *Number of Circulation Transactions of Children's Materials*.

**Note:** Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included here are only items borrowed for, and checked out to, users. Do not include items checked out to another library or branch.

50. **Total Circulation Transactions:** The total annual circulation of all materials in all formats, checked out to all patrons. Includes renewals, but excludes interlibrary loans to other libraries and branches.

## Visits and Reference

51. **Library Visits:** The total number of people entering the library for whatever purpose during the reporting year. Include persons attending activities, meetings, and those persons requiring no staff services.

**Note:** If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52.

A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open. For counting these items, it is recommended that a library use the methods described in *Output Measures for Public Libraries*, 2<sup>nd</sup> edition (ALA, 1987).

52. **Reference Transactions:** The total number of reference transactions for the reporting year. A reference transaction is an information contact that involves the



knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. The request may come in person, by telephone, by fax, by mail, or by electronic mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are, "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is, "Are you only open until 9:00 tonight?"

**Note:** If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week and multiplying the count by 52.

A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open. For counting these items, it is recommended that a library use the methods described in *Output Measures for Public Libraries*, 2nd edition (ALA, 1987).

### **Interlibrary Loan**

53. **Number of Items Provided To Other Libraries:** The total number of library materials, or copies of the materials, provided by the reporting library to another library, upon request, during the reporting year. The libraries involved in the transaction are not under the same library administration.
54. **Number of Items Received From Other Libraries:** The total number of library materials, or copies of the materials, received by the reporting library from another library, upon request, during the reporting year. The libraries involved in the transaction are not under the same library administration.

## **Revenue and Expenditures**

### **Operating Expenditures**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices,

contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Report local monies spent on operating expenses in the column labeled "Local Funds," state and federal monies in the "St/Fed Funds" column, and a total of the two in "Total Funds" column.

**Note:** Due to the layout of the Bibliostat Collect screens, the data elements are numbered down a column, rather than across a row.

### **Staff Expenditures:**

55,68,81. **Salaries and Wages:** This includes salaries and wages for all library staff (including plant operation, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions, but exclude employee benefits.

56,69,82. **Employee Benefits:** These are the benefits, outside of salaries and wages, paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

57,70,83. **Total Staff Expenditures:** The total of *Salaries and Wages* and *Employee Benefits*.

### **Collection Expenditures:**

Include all expenditures for materials purchased or leased for use by the public.

58,71,84. **Print Materials Book & Subscriptions** expenditures. Report a single figure that includes both books in print, non-serial publication (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates.

Also include serial back files in print. Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. This included magazines, newspapers, annuals (reports, yearbooks, etc.), journals, memoirs, proceeding, etc. Report the number of physical units, including duplicates.

59,72,85. **Audio Visual Materials:** Operating expenditures for library materials that are displayed by visual projection or magnification or through sound

reproductions, or both, including graphic material, audio material, motion pictures, and video material; also the special visual materials such as cartographic and three-dimensional material.

60,73,86. **Electronic Books** (e-books) are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book. Include non-serial government documents. Include e-books head locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of physical or electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. E-books, packaged together as a unit and checked out as a unit, are counted as one unit.

61,74,87. **Other Materials:** Include all expenditures for materials not reported in *Print Materials*, *Audio Visual Materials*, or *Electronic Materials*.

62,75,88. **Total Collection Expenditures:** Total of *Print Materials*, *Audio Visual Materials*, *Electronic Materials*, and *Other Materials*.

### **Other Operating Expenditures:**

Include all operating expenditures other than those for *Staff* and *Collection Expenditures*. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

63,76,89. **Plant Operation and Maintenance:** Expenditures for activities concerned with keeping the physical plant open, safe, and ready for use. Includes cleaning, disinfecting, heating, lighting, communication, power, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows). Include contractual costs of plant operation, security, and maintenance if paid from the library budget, but do not include salaries and benefits of library paid staff. Also include building and liability insurance.

64,77,90. **Furniture and Equipment:** Include expenditures for all furniture and equipment purchased during the fiscal year if they are not considered capital expenditures.

65,78,91. **Miscellaneous Operating Expenditures:** Include all general operating expenditures other than those detailed in *Plant Operation and Maintenance*, and *Furniture and Equipment*.

66,79,92. **Total Other Operating Expenditures:** Total of *Plant Operation and Maintenance*, *Furniture and Equipment*, and *Miscellaneous Operating Expenditures*.

67,80,93. **Total Operating Expenditures:** Total of *Total Staff Expenditures*, *Total Collection Expenditures*, and *Total Other Operating Expenditures*.

### Capital Outlay and Total Expenditures

94-102. **Capital Outlay:** Expenditures for the acquisition of, or addition to, fixed assets, such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

**Note:** Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions.

**Note:** Report Capital Outlay in Items 94-102 by the source of the money spent, (i.e., local government, state grants, etc.)

103-105. **Total Expenditures:** Total of *Total Operating Expenditures* and *Capital Outlay*.

### Source of Revenue

The national system (FSCS) and the State Library Division have differing needs with regard to the data collected on library revenue. This is a general discussion of those needs, which should be used in your reporting.

On the paper report form, there are three data columns. In Bibliostat Collect the fields run down each column separately.

The first data column is entitled *Money Rec'd This FY* and refers to the data requested by FSCS. FSCS wants to determine the amount of money available to libraries each year, irrespective of whether or not that money was spent. This figure is not the library's budget figure; however, it may equal that budget figure. It is the amount of money actually collected for, or received by, the library for the fiscal year.

The second data column is entitled *Carryover from Last FY* and refers to the amount of state and/or federal grants which the reporting library received but did not spend during their previous fiscal year. Refer to the mailing from the State Library Division for these figures.

The third data column is entitled *Money Spent This FY* and refers to the data required by the State Library Division. These figures show the source of revenue for the expenditures reported earlier, and must balance to those figures. Revenue reported in this column is used to determine local maintenance of effort as required in the Public Library Development Grant agreement.

### Local Revenue:

Funds derived from local sources or grants obtained through local efforts (excluding state and federal government grants).

- 106,119. **Local Government Entity:** All tax and non-tax receipts designated by the community or county of the public library, and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services, or the value of any gifts and donations, fines or fees.
- 107,120. **Local Government Contracts:** Funds received from other cities or counties to provide service to patrons inside or outside the library's legal service area.
- 108,121. **Other Local Revenue:** All revenue received during the fiscal year, other than that reported for local, state, and federal government. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do NOT include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.
- 109,122. **Total Local Revenue:** The total amount of local money received and spent. (Total of *Local Government Entity*, *Local Government Contracts*, and *Other Local Revenue*.)

### State and Federal Revenue:

All revenue received from the State or Federal Government, whether directly, or through another agency. This section includes a Carryover column (Items 115-118). This is state or federal money that was received in one year and spent in another. The amounts are reported on the Fact Sheet from the State Library Division.

- 110,115,123. **State Government Revenue:** All funds distributed to the library by State Government for expenditure by the library, EXCEPT for federal monies distributed by the State. The State Library Division Fact Sheet includes figures on the amount they have disbursed to the library. If the library has other sources of state funds (for example community impact money), the library should add that to the amount reported by the State Library, and provide an explanation for the increase.
- 111,116,124. **Federal LSTA Revenue:** All funds from the Library Services and Technology Act, distributed to the library by the State Library Division for expenditure by the library. (See Fact Sheet from the State Library for the amount distributed.)
- 112,117,125. **Other Federal Revenue:** All revenue from the federal government, other than that reported in *Federal LSTA Revenue*, distributed to the library for expenditure by the library, including such Federal monies distributed by the State. If the library has funds in this category, enter the figure, and provide an explanation as to the source of the funds (NEH, SETA, block grants, etc.)

113,118,126. **Total State and Federal Revenue:** The total amount of state and federal money received and spent (total of *State Government Revenue*, *Federal LSTA Revenue*, and *Other Federal Revenue*).

114,127. **Total Revenue:** The total amount of money received and spent (total of *Total Local Revenue* and *Total State and Federal Revenue*).

### Internet Access

Please answer these questions as of the end of library's fiscal year, not at the time the form is being filled out.

128. **Access to Internet:** Answer "Yes" or "No" to the following question: Does the library provide access to the Internet?

The Internet is the collection of networks that connect government, university, and commercial agencies and is unified by the use of a single protocol suite, TCP/IP. Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to only electronic mail.

129. **Access to online catalog:** Is the library's online catalog available by remote login?

(Select only one.)

N – No

D – Yes, via direct dial-in

I – Yes, via Internet

B – Yes, via both direct dial-in and Internet

130. **Number of Internet Terminals Used by Staff only:** The number of library computer terminals (PC, 'dumb terminal', etc.) that are used to connect to the Internet and are used by the library staff only. (May be text only, graphical, voice activated, etc.)

131. **Number of Internet Terminals Used by the General Public:** The number of library computer terminals (PC, 'dumb terminal', etc.) that are used to connect to the Internet and are used by the general public. (May be text only, graphical, voice activated, etc.)

132. **Number of Users of Electronic Resources During the Year:** The annual number of users of electronic resources in the library. Electronic resources include, but are not limited to Internet (WWW, email, telnet, other), online indexes, CD-ROM reference materials, software, and the online catalog. Do not include staff use of these resources.

**Note:** The number of users may be counted manually using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a year would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal. If the data element is collected as a weekly figure, or by using a

typical week (see Visits or Reference Transactions), multiply the weekly figure by 52 to annualize it.

133. **The Speed of the Library's Internet Connection:** What is the speed of the library's Internet connection? (Select only one.)

56K

T1

T3

Other (Please specify)

134. **Library Web Address:** List the web address of the library jurisdiction. If the library jurisdiction has more than one website, list only the main site.